

**DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS AND HEADQUARTERS SUPPORT COMPANY
250TH MILITARY INTELLIGENCE BATTALION (TE)
153 MADISON AVENUE
SAN RAFAEL, CALIFORNIA 94903-4105**

MITEB-HHSC-CDR

20 April 2002

MEMORANDUM FOR Headquarters and Headquarters Service Company

SUBJECT: Command Supply Discipline Policy

1. Purpose: To define my Company Supply Discipline Policy.
2. Scope: This policy, applies to all personnel assigned or attached to Headquarters and Headquarters Service Company, 250th Military Intelligence Battalion (Tactical Exploitation).
3. Policy: Supply discipline plays a vital role in combat readiness and requires constant emphasis by leaders of all levels. It is second only to soldier welfare. Proper supply accountability ensures that we have all necessary equipment and supplies available to accomplish assigned missions. We will aggressively execute the Command Supply Discipline Program (CSDP) as outlined by applicable regulations and policies.
4. In addition to established supply procedures, the following will be accomplished to enhance and ensure supply accountability:
 - a. I personally will conduct monthly 10 percent property inventories.
 - b. Monthly sensitive items inventories will be conducted as a training event and will be posted on the company training schedule. The First Sergeant will keep a duty roster of senior NCOs for this.
 - c. Section sergeants will conduct 100% Basic Issue Items (BII) inventories quarterly and after every training event exceeding two days in duration. Required adjustments or direct exchange (DX) turn-ins will be completed within one month of the inventory.
 - d. The First Sergeant and I will conduct a scheduled, informal supply inspection of the company supply room utilizing the brigade standard CSDP checklist once per quarter.
5. I will not subsidize negligence! My authority to approve fair wear and tear damage or field loss is a discretionary tool that I will only exercise in special circumstances. Field operations should not be considered an excuse for the loss of accountability of tools or equipment. Leaders and soldiers will be held liable for lost or damaged items if reasonable evidence suggests that the loss occurred through negligence.
6. Office and cleaning supplies are provided to facilitate day-to-day operations within the company. Pilferage, misuse, or waste erodes readiness and takes away from the already limited company budget. Leaders must enforce proper use and accountability of all supplies within the company. Individuals found to be violating proper use of supplies will be held liable for those items.
7. Mission First, Soldiers Always!

DAVID A. CARRICO, JR.
CPT, MI, CAARNG
Commanding